

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2509

Page 1 of 3

Agency: Maryland Department of the Environment

Division/Unit: Air & Radiation Mgmt Admin./
Radiological Health Program

Item No.	Description	Retention
1.0	<p>This schedule supersedes schedule 2177 dated December 26, 2001</p> <p>RADIOLOGICAL CORRESPONDENCE FILES</p> <p>File series contains correspondence with Federal, State, & other cognitive agencies concerning Radiological issues.</p>	Retain for seven (7) years then destroy.
2.0	<p>RADIATION CONTROL INFORMATION</p> <p>File series contains information and materials supplied by federal agencies and other outside organizations including guidelines, rules and regulations pertaining to radiation Control and copies of procedures and guidelines from every state in the United States, governing radiation control activities.</p>	Retain until no longer useful or superseded, then destroy
3.0	<p>RADIATION LICENSES</p> <p>These licenses are continuous from year-to-year and are amended as required. They include the following:</p> <ul style="list-style-type: none">• U.S. Nuclear Regulatory Material Licenses at Federal & Maryland Facilities• MDE-311 (Rev 10/76) – Certificate – In Vitro Testing with Radioactive Materials Under General License.	Retain for twenty (20) years then destroy.
4.0	<p>RADIOACTIVE MATERIAL LICENSES</p> <p>Letter size license files contain application forms, inspection forms, review notes and all correspondence related to radioactive material licensing</p>	Permanent. Transfer periodically to MD State Archives

Scheduled Approved by Department, Agency,
or Division Representative

Date: October 7, 2008

Signature: 
Typed Name Roland G. Fletcher

Title Program Manager III

Schedule Authorized by State Archivist

Date: 4 Jun 09

Signature: 

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 2509

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Agency Maryland Department of the Environment **Division/Unit:** Air & Radiation Mgmt. Admin/
Radiological Health Program

Item No.	Description	Retention
5.0	<p>X-RAY MACHINE REGISTRATION</p> <p>Record series contains information submitted on forms by facilities containing x-ray equipment. Health & Education Welfare (HEW) and Food & Drug Administration (FDA) determine retention. They are arranged alphabetically by county and number and include the following:</p> <ul style="list-style-type: none"> • RX-1 Radiation Machine Facility Registration • RX-1a Radiation Machine Facility Registration Supplement • RX-2 Radiation Machine Inspection Summary • RX-3 Application for Certified Registration of Particle Accelerator • RX-4 Inspection Data Facility Specific • RX-5 Machine Data – Healing Arts-General • RX- 6 Machine Data – Radiographic • RX-7a Film Processing Data – Auto Processor • RX-8 Fluoroscopic and Spot Imaging • RX- 10 Machine Data – Group 1, 5(i), 5(ii), or 5(vi) • RX-11a Machine Data therapeutic – 1Mev or Greater • RX-14 Computerized Tomography • RX 21 Application for Plan Review • RX 22 Facility Area Survey • RX 24 Report of Assembly, Reassembly, or Removal of Radiation Machine • RX-25 Application for Registration of Business Providing Services • FDA-2579 (rev 7/02) Report of Assembly of Diagnostic X-Ray System • RX-32 Application for License to Inspect Radiation Machines 	Retain for twenty (20) years then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 2509

Page 3 **of** 3

Agency Maryland Department of the Environment Division/Unit: Air & Radiation Mgmt Admin./
Radiological Health Program

Item No.	Description	Retention
6.0	RADIATION CONTROL ADVISORY BOARD File contains minutes of board meetings covering the official acts of the agency with respect to policy, administrative operations, and procedures. Minutes are arranged in chronological order. (Annotated Code § 8-205) Records include: <ul style="list-style-type: none">a. Minutesb. General correspondence	<ul style="list-style-type: none">a. Retain permanently, transfer periodically to the Maryland State Archivesb. Retain for four (4) years then destroy
7.0	GENERAL LICENSE <ul style="list-style-type: none">a. Registrationb. Certificationc. Manufacturers' Quarterly Reports	<ul style="list-style-type: none">a. Retain for five (5) years then destroyb. Retain for five (5) years then destroyc. Retain for seven (7) years then destroy

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 8

1. **DEPARTMENT/AGENCY** :Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt. Administration

3. **UNIT** : Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Radiological Correspondence Files

5. **EARLIEST YEAR / LATEST YEAR**

1980 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

File Series contains correspondence with Federal, State, and other cognitive agencies concerning radiological issues.

7. **RECORD SERIES FORMAT(S)**

X- Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. **RECORD SERIES SEQUENCE**

X Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. **VOLUME**

X - File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
3
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1
Number

11. **FILE IS USED**

X- Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

3
Number Month(s) **X- Year(s)**

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, Baltimore,MD
7th Floor, Room 7061

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes **X - No**

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes **X- No**

16. **AUDIT REQUIREMENTS**

X - None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X- No**

RECOMMENDED RETENTION
Retain for Seven (7) years then destroy

19. **NAME AND TITLE OF PREPARER**
Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**
410-537-3300

21. **DATE**
October 7, 2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of 8

1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt. Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Radiation Control Information

5. **EARLIEST YEAR / LATEST YEAR**

1980 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

File Series contains information and materials supplied by federal agencies and other outside organizations including guidelines, rules and regulations pertaining to radiation control and copies of procedures and guidelines from every state in the United States, governing radiation control activities

7. **RECORD SERIES FORMAT(S)**

X- Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

X- Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

X-File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
____ 5 ____
Number Other (Specify)

10. **ANNUAL ACCUMULATION**

X- File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
____ 2 ____
Number Other (Specify)

11. **FILE IS USED**

X- Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

____ 3 ____ Month(s) **X-- Year(s)**
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, Baltimore, MD
7th Floor, Radiological Health Program Office

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes **X- No**

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes **X-- No**

16. **AUDIT REQUIREMENTS**

X- None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X- No**

RECOMMENDED RETENTION

Retain until no longer useful or superseded, then destroy

19. **NAME AND TITLE OF PREPARER**
Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**
410-537-3300

21. **DATE**
October 7, 2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 3 Of 8

1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Radiation Licenses

5. **EARLIEST YEAR / LATEST YEAR**
1980 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These licenses are continuous from year-to-year and are amended as required. They include the following: U.S. Nuclear Regulatory Material Licenses at Federal and Maryland Facilities and MDE-311 (Rev 10/76) Certificate - In Vitro Testing with Radioactive Materials Under General License

7. **RECORD SERIES FORMAT(S)**

X-- Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical
X-- Numerical
Chronological
Geographical
Other (Specify)

9. **VOLUME**

X--File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
75 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
5 Other (Specify)
Number

11. **FILE IS USED**

X-- Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

20 Month(s) **X-- Year(s)**
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, Baltimore, MD
7th Floor, Radiological Health Program Office

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes **X- No**

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes No

16. **AUDIT REQUIREMENTS**

X-- None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X-- No**

RECOMMENDED RETENTION
Retain for twenty (20) years then destroy

19. **NAME AND TITLE OF PREPARER**
Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**
410-537-3300

21. **DATE**
October 7,2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 4 Of 8

1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Radioactive Material Licenses

5. **EARLIEST YEAR / LATEST YEAR**

1980 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Applications forms, inspection forms, review notes, and all correspondence related to radioactive material licensing.

7. **RECORD SERIES FORMAT(S)**

X- Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical

X- Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

X-File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

75 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

X-- File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

5 Other (Specify)
Number

11. **FILE IS USED**

X- Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

NEVER Month(s) Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, Baltimore, MD
7th Floor, Radiological Health Program Office

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes

X- No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes **X-- No**

16. **AUDIT REQUIREMENTS**

X- None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X-- No**

RECOMMENDED RETENTION
Permanent. Transfer periodically to MD State Archives

19. **NAME AND TITLE OF PREPARER**
Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**
410-537-3300

21. **DATE**
October 7, 2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt. Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** X-Ray Machine Registration

5. **EARLIEST YEAR / LATEST YEAR**

1973 to Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Record series contains information submitted on forms by facilities containing x-ray equipment. Health Education & Welfare (HEW) and Food & Drug Administration (FDA) determine retention. They are arranged by county and number.

7. **RECORD SERIES FORMAT(S)**

☒ Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

☒ Alphabetical

☒ Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

☒ File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

75 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

☒ File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

5 Other (Specify)
Number

11. **FILE IS USED**

☒ Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

20 Month(s) ☒ Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)

1800 Washington Blvd, Baltimore, MD
7th Floor, Radiological Health Program Office

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes ☒ No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes ☒ No

16. **AUDIT REQUIREMENTS**

☒ None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

RECOMMENDED RETENTION
Retain for twenty (20) years then destroy

19. **NAME AND TITLE OF PREPARER**

Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**

410-537-3300

21. **DATE**

October 7, 2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt. Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Radiation Control Advisory Board

5. **EARLIEST YEAR / LATEST YEAR**
(Around) 1980 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Files contain minutes of board meetings covering the official acts of the agency with respect to policy, administrative operations, and procedures. Minutes are arranged in chronological order. (Annotated Code Section 8-205)

7. **RECORD SERIES FORMAT(S)**

X- Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical

Numerical

X--Chronological

Geographical

Other (Specify)

9. **VOLUME**

X- File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
5 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

X- File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. **FILE IS USED**

Daily Weekly **X- Monthly**

12. **FILE BECOMES INACTIVE AFTER**

NEVER Month(s) Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd., Baltimore, MD
7th Floor, Radiological Health Program Office

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes **X- No**

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes **X- No**

16. **AUDIT REQUIREMENTS**

X- None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X- No**

RECOMMENDED RETENTION

Retain permanently, transfer periodically to the Maryland State Archives

19. **NAME AND TITLE OF PREPARER**
Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**
410-537-3300

21. **DATE**
October 7, 2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt. Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Manufacturers' Quarterly Reports for General License Transfer

5. **EARLIEST YEAR / LATEST YEAR**

Around 1980 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Files consist of quarterly submissions by business firms who manufacture, distribute or receive radiological devices classified as General License Devices by the U. S. Nuclear Regulatory Commission.

7. **RECORD SERIES FORMAT(S)**

X- Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

X- Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

X- File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

3 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

X- File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

1 Other (Specify)
Number

11. **FILE IS USED**

Daily Weekly **X- Monthly**

12. **FILE BECOMES INACTIVE AFTER**

3 Month(s) **X- Year(s)**
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes

X- No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes **X- No**

16. **AUDIT REQUIREMENTS**

X- None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X- No**

RECOMMENDED RETENTION
Retain for seven (7) years then destroy

19. **NAME AND TITLE OF PREPARER**

Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**

410-537-3300

21. **DATE**

October 7, 2008

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 8 Of 8

1. **DEPARTMENT/AGENCY** Maryland Dept of the Environment

2. **DIVISION** Air & Radiation Mgmt. Administration

3. **UNIT** Radiological Health Program

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** General License Certification Files

5. **EARLIEST YEAR / LATEST YEAR**

2006 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Document from companies that possess generally licensed devices containing at least 10 mCi of Cesium-137; 0.1 mCi of Strontium-90; 1mCi of Cobalt-60; 1mCi of Americium-241; or any other transuranic element. Certification is to be done on an annual basis.

7. **RECORD SERIES FORMAT(S)**

X- Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

X- Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

X- File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. **FILE IS USED**

X- Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

1 Month(s) **X- Year(s)**
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, Baltimore, MD
7th Floor, Room 7007

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes **X- No**

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes **X- No**

16. **AUDIT REQUIREMENTS**

X- None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes **X- No**

RECOMMENDED RETENTION
Retain for five (5) years then destroy

19. **NAME AND TITLE OF PREPARER**
Roland G. Fletcher
Program Manager III

20. **TELEPHONE NUMBER**

410-537-3300

21. **DATE**

October 7, 2008

INSTRUCTIONS -Type or print a separate form for each new revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O.Box 275 Jessup, Maryland 20794 (410-799-1930)		ELECTRONIC RECORDS INVENTORY	
		Page <u>1</u> of <u>2</u>			
1 DEPARTMENT/AGENCY MDE		2 DIVISION ARMA		3 UNIT Radiological Health Program	
DEFINITION - Record Series- A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4 ELECTRONIC RECORD SERIES TITLE General License Registration				5 EARLIEST YEAR/LATEST YEAR 2006 TO Present	
6 INPUT - Identify source of information to be entered NA			7 OUTPUT - Identify use/s of information generated by system NA		
8 ELECTRONIC RECORD SERIES DESCRIPTION -Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Registration of General Licensed Devices possessed by Maryland businesses and Agencies					
9 POLICY ON ACCESS AND USE -Explain or attach copy if established in writing. Interdepartment use is allowed with permission...outside alternations to data/ text is not allowed					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Radiological Health Shared Drive: MD09: L Drive					
12 RECOMMENDED RETENTION Retain for 5 Years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Roland G. Fletcher		14 TELEPHONE NUMBER 410-537-3300		15 DATE 10/7/2008	
16 TITLE OF PREPARER Program Manager III					
DGS 550-6					

INSTRUCTIONS -Type or print a separate form for each new revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O.Box 275 Jessup, Maryland 20794 (410-799-1930)		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY MDE		2 DIVISION ARMA		3 UNIT Radiological Health Program	
DEFINITION - Record Series- A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4 ELECTRONIC RECORD SERIES TITLE Reciprocity Notification				5 EARLIEST YEAR/LATEST YEAR 2001 TO Present	
6 INPUT - Identify source of information to be entered NA			7 OUTPUT - Identify use/s of information generated by system NA		
8 ELECTRONIC RECORD SERIES DESCRIPTION -Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Archived Notification of Work to be done in Maryland by firms working under a reciprocity agreement					
9 POLICY ON ACCESS AND USE -Explain or attach copy if established in writing. Interdepartment use is allowed with permission...outside alternations to data/ text is not allowed					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. ARMA Network --Shared Drive Novel Groupwise Folder: MD09:					
12 RECOMMENDED RETENTION Retain Until no longer useful or superseded, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Roland G. Fletcher		14 TELEPHONE NUMBER 410-537-3300		15 DATE 10/7/2008	
16 TITLE OF PREPARER Program Manager III					